

FY 2015 Performance and Salary Review Timetable

Important Dates	Activity
June 8-July 5	Employees complete self-evaluation in FermiWorks. Hands-on training offered to all employees beginning June 15. Submit for manager review no later than July 5.
July 6-Aug 3	Managers complete manager evaluation in FermiWorks. Submit for next level manager review no later than Aug 3. *
July 17	FY15 promotion, adjustment recommendation, or other change to an employee's position must be complete (final approval step) in FermiWorks to meet payroll deadline and ensure the accuracy and timeliness of the annual performance and salary review (merit) process.
Aug 3-16	Second level managers approve performance reviews in FermiWorks. *
Aug 31-Sept 11	Managers enter merit increase amounts for all eligible employees directly into FermiWorks. Notifications and approvals are automatically initiated.
Oct 1	Performance ratings, reviews and merit increase amounts available by employee and manager to view in FermiWorks.
Oct 1-12	Managers meet with employees on performance reviews and merit increases. Employees and managers complete acknowledge of review discussion in FermiWorks no later than Oct 12.

* Note: manager review steps may be completed as soon as the action item appears in the FermiWorks inbox.